

Instructions for the Professional Engineer Application

Failure to follow directions will result in the delay of your application. Any application that does not meet Board deadlines will be deferred to the next examination date. All applications must be typed and include the \$75.00 application fee.

The application for examination/licensure as a Professional Engineer provides an opportunity for you to sit for both the Fundamentals of Engineering examination (Part F) and the Principles and Practices of Engineering examination (Part P).

There is no requirement as to the order in which you must take or pass the exams (Part F & Part P).

You should not file both an Engineer-In-Training and a Professional Engineer Application for the same examination period. **If you believe you meet the statutory and regulatory qualifications for PE licensure (set forth below), you should file the Professional Engineer Application only.** If both applications are filed during the same examination period, the Engineer-In-Training Application will be canceled and the fee forfeited. The Professional Engineer Application will be the only application of record.

QUALIFICATIONS FOR PROFESSIONAL ENGINEERING LICENSE

Before you begin the process of preparing the Professional Engineer Application, you should review the minimum statutory and regulatory qualifications to become a licensed PE in the State of New Jersey. In addition to being of good character and reputation, you must also be able to provide proof of:

1. A bachelor's degree in an EAC/ABET accredited engineering program of four (4) years or more;
- * 2. Four (4) years of full-time experience in engineering work, two (2) of which must be in engineering design, as approved by the Board;
3. Successful completion of both N.C.E.E.S. written exams:
 - Fundamentals of Engineering exam (Part F);
 - Principles and Practices of Engineering exam (Part P); and
4. Successful completion of the New Jersey Law exam.

or

1. A bachelor's degree in an TAC/ABET accredited engineering technology program of four (4) years or more;
- * 2. Six (6) years of full-time experience in engineering work, two (2) of which must be in engineering design, as approved by the Board;
3. Successful completion of both N.C.E.E.S. written exams:
 - Fundamentals of Engineering exam (Part F);
 - Principles and Practices of Engineering exam (Part P); and
4. Successful completion of the New Jersey Law exam.

or

1. A bachelors degree in an EAC/ABET accredited engineering program or TAC/ABET

- accredited engineering technology program of four (4) years or more;
- **2. Fifteen (15) years of full-time experience in engineering work, two (2) of which must be in original design, as approved by the Board;
 3. Successful completion of the N.C.E.E.S. Principles and Practices of Engineering written exam (Part P); and
 4. Successful completion of the New Jersey Law exam.

* At least two (2) of the years of experience must be gained in the United States. In addition, the two (2) years of engineering design experience must demonstrate increased responsibility and increased technical expertise over time. All experience must have been gained while under the regular and effective supervision of a licensed professional engineer.

** The Board may waive the Fundamentals of Engineering portion of the exam (Part F) provided that, at the time of application, in addition to the educational requirements of N.J.A.C. 13:40–2.3, you have a specific record of an additional 15 years or more of experience in engineering work of a character satisfactory to the Board. Eight (8) of the 15 years of experience must have been gained in the United States or must have been acquired while working for a United States-based firm. At least two (2) years of experience gained in the United States shall be original engineering design experience demonstrating increased responsibility over time. All experience must have been gained while under the regular and effective supervision of a licensed professional engineer.

COMPLETING THE APPLICATION

I. PERSONAL INFORMATION

Applicants are required to state their full legal name, current residence and e-mail address. Provide a check for application fee in the amount of \$75.00 made payable to the “State of New Jersey”.

II. PHOTOGRAPH

Applicants are required to attach a photograph two inches (2") by two inches (2") with the face not less than three quarters of an inch wide. The photograph should have been taken within six months of filing the application.

III. PRESENT LICENSE STATUS

Indicate the New Jersey Engineer-In-Training Application number if you have applied to be considered as an Engineer-In-Training but are not yet registered as such.

If you have successfully completed the FE examination in another State, you must produce verification of you FE exam score from that State’s licensing agency. The Board’s verification form can be found here- http://www.njconsumeraffairs.gov/pels/registration_verification.pdf

The Board’s enabling legislation does not contain an eminence or grandfather clause, nor does it provide for reciprocity with any state, territory or country. An engineering license issued by any State may be accepted by the Board as minimum evidence that the applicant is qualified for registration in this State, provided the minimum requirements for examination and license by the issuing agency in effect at the time of application to the issuing agency, which the applicant satisfied in order to qualify for examination by that issuing agency, are at least comparable to those same minimum requirements of the Board which were in effect in this State at that time and the applicant has not failed any part of the NCEES two part examination. See N.J.S.A. 45:8-35(1)e and please refer to “**Comity Review for Professional Engineers’ License**” for instructions on filing a

comity application. <http://www.njconsumeraffairs.gov/pels/comitrev.pdf>

IV. DETAILED STATEMENT OF EXPERIENCE

The Detail Statement of Experience must be completed on the Board approved form which is attached to the application. The Board will not accept any other form.

Experience may not be anticipated. Only experience gained by the date of application will be reviewed.

Each engagement must be numbered and the period of time spent on each engagement must be delineated.

Please note that you are required to submit:

- Experience statements on the forms prescribed. You may make additional copies of the detailed statement of experience form and attach it to this application.
- **Names, addresses and license numbers** of supervisors or persons to whom you reported.
- Descriptions which include specific duties performed for each project. These should be typed, outlined statements which delineate the character of each engagement, the complexity of the work, the duties and the degree of responsibility. Mere job titles are not satisfactory descriptions. Indicate all engagements in chronological order from the beginning of your work experience to the present time without overlapping time periods. For each engagement, **delineate between the time spent in design and time spent in other engineering. The total time spent in an engagement is the sum of your engineering design experience, plus other engineering experience.**
- Notations that experience was gained on a full-time or a part-time basis. If experience was accrued while attending college, note if it was during a full-time or part-time curriculum.

This is the only document utilized by the Board to determine if your experience is of a nature “acceptable to the Board.” Simply because you have the necessary calendar time does not mean that the experience is automatically acceptable. Therefore, you should list your experience in a comprehensively detailed and thorough manner. All experience gained must be under the regular and effective supervision of a licensed professional engineer.

V. REFERENCES OF CHARACTER AND QUALIFICATIONS

You must submit five (5) references on the form approved by the Board. Three (3) of the five (5) references must be licensed professional engineers in the United States and attest whether you are qualified to be placed in responsible charge. **At least one (1) of the references from a licensed professional engineer must be from a supervisor who has knowledge of four (4) years of the applicant’s experience, two (2) years of which must be in design.**

References will not be accepted from your relatives.

No current Board member shall be used as a reference.

All reference forms must contain your Board-assigned application number.

References which are more than one year old will not be accepted.

All references should be properly identified as to whether or not they are professional engineers and whether they were your direct supervisor or manager/director.

VI. EDUCATION

Indicate the degree you received and the year you graduated.

It is your responsibility to request that your transcript be sent to the Board office.

Transcripts must contain the Board's assigned application number of the applicant, must be sent directly from the institution to the Board Office, and must contain the seal of the institution's registrar. Transcripts not in compliance with the above **will not be accepted**.

Institutions Without ABET Accreditation

If you have a Bachelors degree of four (4) years or more in an engineering program that is not ABET accredited, you **must** have your degree evaluated by a review service suggested by the Board. Previous reviews **will not be accepted**. You will receive directions with your acknowledgment letter.

TOEFL

If you received your Bachelors degree in a country where the official language is other than English, **prior to Board review** of the application, you must submit a TOEFL (Test of English as Foreign Language) certificate with a minimum score of 90. The scores must be sent directly to the Board from the Educational Testing Service (ETS). These tests must have been taken within two years of your application or at the time of your application.

You may be exempt from the TOEFL requirement if you were a citizen of the United States at the time the undergraduate degree was obtained or if you received a graduate degree from a college or university located in the United States.

For further information, contact www.ets.org.

VII. AFFIDAVIT

All applications must be notarized.

MISCELLANEOUS INFORMATION

Deadlines

All applications and supplemental documents must be submitted to the Board office within the prescribed deadlines to be considered for admission to the next regularly scheduled examination. It is your responsibility to verify the receipt of all documents by the Board office. Failure to meet prescribed deadlines will result in the deferral of the application and will require rescheduling for a subsequent examination. See <http://www.njconsumeraffairs.gov/pels/pelsfees.htm> for deadlines.

Fees

All fees, whether for application or examination, shall be retained by the Board and are non-refundable, and will not be transferred to a subsequent examination. Fees must be submitted by certified check or money order, payable to the "State of New Jersey".

You are requested not to file your application for a license unless you are fully prepared to take the written examination when you are notified by the Board.

Extensions of time for the purpose of taking review or refresher courses for the examination will not be granted by the Board.

Exams

Notice of two scheduled written examinations will be sent to you. Your failure to appear for the examination following such notice or failure to communicate with the Board office should you choose not to appear for the examination following such notice may result in cancellation (destruction) of the application, even though examination fees have been paid. If you fail to appear for or fail to complete two consecutive examinations because you appeared only for a morning or afternoon session, or if you receive a zero on two consecutive examinations, your application will be canceled (destroyed) automatically.

Reminder

Read all directions.

Make note of Board deadlines.

Type the application.

Notarize the application.

Fill out all blocks of the application completely.

Full-face photograph attached to the application with the date of the photograph noted.

The signature of the applicant on the form.

Include \$75.00 check for the application fee payable to the "State of New Jersey".

Notify your references that a form has been sent to them and that it must be completed and submitted to the Board office by the deadline.

The experience section filled out in a comprehensively detailed and thorough manner.

Application fees (certified check or money order) enclosed, but **not** stapled to the application.

The Board will distribute reference forms and assign you an application number after your application is on file.

Include application number on all documents submitted in support of your application, including references and transcripts.

THESE INSTRUCTIONS ARE TO BE USED AS GUIDELINES ONLY. THE BOARD SHALL RELY UPON THE LANGUAGE AND REQUIREMENTS SET FORTH AT N.J.S.A. 45:8-27 et seq. AND N.J.A.C. 13:40-1 et seq. FOR A FINAL DETERMINATION OF EACH APPLICANT'S QUALIFICATIONS FOR APPROVAL TO TAKE PART P OF THE PROFESSIONAL ENGINEERING EXAM.